



Contribution Sign-Up Form

Name: _____ Employee ID: _____

Dept: _____ 1% Contribution per pay check*: _____

Contribution Type: ☐ Per paycheck (24x) OR ☐ One time deduction

Agency Code	Agency Name	Amount
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

Total per paycheck or one-time deduction

\$

Yearly total

\$

I would like to be an Above & Beyond Club contributor by giving 1% or more of my pay

☐ Yes ☐ No

I would like an acknowledgement from the agency that may be used as a tax receipt**

☐ Yes ☐ No

**Selecting yes authorizes the Human Resources Department to release your home address to the selected agencies.

Employee Signature: _____ Date: _____

By signing this form, I acknowledge I have read and understand the policies and procedures as stated in the CMC Tribute.

2007 CMC Receipt

Name: _____ Employee ID: _____

Total: \$ _____ per paycheck or \$ _____ one time

YEARLY TOTAL: \$

*How to calculate my 1%

Biweekly Total Gross Pay = _____

multiply by 26 = _____

divide by 24 = _____

divide by 100 = _____

In this example, the employee would donate \$10.83 from each paycheck to be in the Above & Beyond Club.

Example Biweekly Total Gross Pay = \$ 1,000

multiply by 26 = \$ 26,000

divide by 24 = \$ 1083.33

divide by 100 = \$ 10.83

Instructions

2007 CMC Contribution Sign-Up Form

1 Name: _____ Dept: _____

2 Contribution Type: ☐ Per paycheck (24x) ☐ One time deduction

3 Agency Code: _____ Agency Name: _____

Name: _____ Employee ID: _____

Dept: _____ 1% Contribution per pay _____

4 Amount: \$ _____

5 Yearly total: \$ _____

6 I would like to be an Above & Beyond Club contributor by giving 1% or more of my pay to the CMC. I would like an acknowledgement from the agency that may be used as a tax receipt.

7 Employee Signature: _____ Date: _____

8 Employee Signature: _____

9 **2007 CMC Receipt**

10 *How to calculate my 1% contribution

Biweekly Total Gross Pay = _____

multiply by 26 = _____

divide by 24 = _____

11 Yearly Total: \$ _____

1b Example Biweekly Total Gross Pay = \$1,000

multiply by 26 = \$26,000

divide by 24 = \$1083.33

divide by 100 = \$10.83

1. Fill in first and last name, six-digit employee number and department name. Use the worksheet at the bottom of the form to calculate your 1 percent amount.
 - 1a. Enter your biweekly total gross pay (you can get this number from your pay stub.) Multiply it by 26. Then divide by 24. Finally, divide by 100 and round to the nearest penny. This is your 1% contribution per paycheck. To be an Above & Beyond contributor, you must donate at least this amount per paycheck.
 - 1b. See example
2. Choose a contribution type: Per paycheck (24X) or One-time deduction.
3. Fill in agency codes and names for your charities. Look in the Tribute pages 6 -11 for a list.
4. Enter in the amount you wish to give to each agency. If you would like to be an Above and Beyond contributor, your total per paycheck amount must be equal to or greater than your 1 percent amount. For one-time deductions, your yearly total must be equal to or greater than your 1 percent amount times 24.
5. Calculate your totals. For per paycheck, multiply by 24 to get the yearly total.
6. Check yes “ I would like to be an Above & Beyond contributor by giving 1% or more of my pay” if your contributions equal 1 percent or more of your salary.
7. Select an option for a tax receipt. If you choose yes, you are authorizing the Human Resources Department to release your home address to the selected agencies.
8. Sign and date the form.
9. Fill in your name, employee ID and totals on the receipt at the bottom of the form.
10. Cut off the receipt at the dotted line and retain for your records. Turn in the top part of the form to your CMC coordinator. See the back page of the Tribute for a list.